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ABSTRACT

Supporting performance objective 54 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on writing checks are included in this packet. (The packet is the sixth in a set of nine on performing computational clerical activities--CE 016 951-959.) The student materials include basic information on the purpose and operation of a checking account, a student activity, a check-out activity, and sample blank checks, account statements, and business statements. The instructor's manual includes instructions for duplicating sample forms for both activities, and answer keys. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016-911--lists contents for the nine packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155445

WRITING CHECKS

STUDENT'S MANUAL

Prepared by

Jean Hamer

These materials support
Performance Objective 54 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CE 016 956

WRITING CHECKS

INTRODUCTION

Most companies use the services of a bank checking account to manage and protect their money.

Individuals also find a personal checking account convenient. Here's why! A personal checking account frees a shopper from carrying large sums of cash, and provides a record for all expenditures. Also, checks can safely be sent through the mail when bill paying is required. If it is lost or stolen, the writer of the check may request the bank not to pay it.

DIRECTIONS

After reading the objective below, if you need practice in check writing, complete Student Activity I.

or,

If you are ready to write checks, proceed with Check Out Activity I.

OBJECTIVE

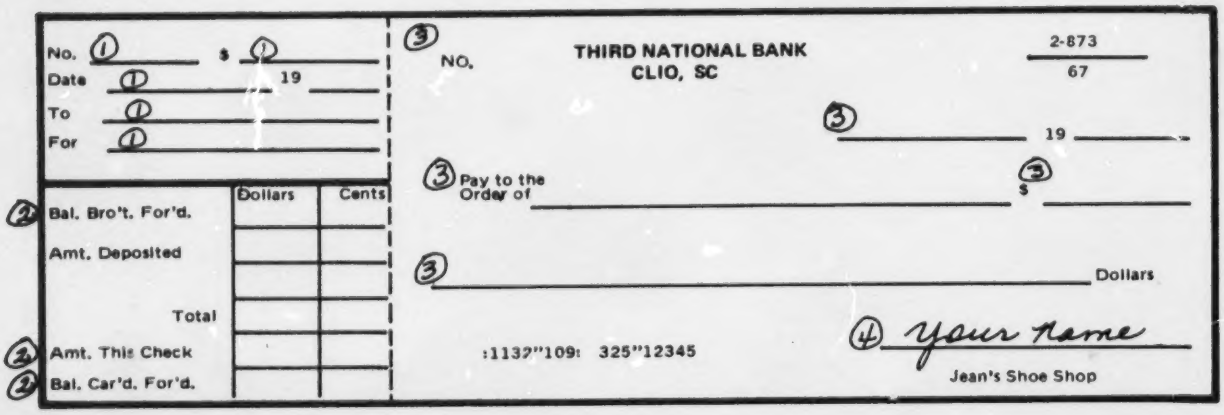
Given blank check forms, and five bills to be paid, complete the check stubs and write the checks. All items must be 100% accurate and legible for acceptable performance.

STUDENT ACTIVITY I

EXPLANATION

After a checking account has been opened and a deposit made, the depositor is given (or sold) a checkbook containing blank checks.

To help you become familiar with the proper way to write a check, use the illustration below as an example.



It is important that the stub be completed before the check is written to insure that you will not forget to do so.

Compare the numbers on the check (handwritten numbers) with the numbers below for explanation.

1. Fill in the number, amount, date, to, and purpose of the check on the check stub.

2. NOTE: The balance brought forward should have been recorded from the previous check stub. If a deposit has been made, add that amount to the balance brought forward. You are to subtract the amount of the check written and carry the balance forward to the next check stub. The check may be typed or handwritten.

3. Write the check. Fill in the number, date, name of person to whom the check is written (Payee), amount in figures and then in words on the next line.

4. Sign the check. The one who signs the check is called the drawer.

If an error is made, write VOID on the stub and the check and write a new check. Do not erase.

STUDENT ACTIVITY I (cont'd.)

Assume that you have a checking account with the Third National Bank.

1. Fill in the stub first. Balance Brt. Fwd. $72.89
   No. 23
   Amount $4.58
   Date: Current
   Payee: Miller Dry Cleaners
   For: dry cleaning suits
   Calculate balance, carry forward to next check stub.

2. Write the check
   Number
   Date
   Payee
   Amount in numerals
   Amount in words
   Signature

NO. _____ $ _____
DATE _____ 19 ____
TO _____
FOR _____

	Dollars	Cents
Bal. Bro't For'd		
Amt. Deposited		
TOTAL		
Amt. This Check		
Bal. Car'd For'd		

No. _____ THIRD NATIONAL BANK CLIO, SC 29525 2-873 / 67

_____ 19 ____

Pay to the Order of _____ $ _____

_____ Dollars

:1132"109: 325"12345 _____

NO. _____ $ _____
DATE _____ 19 ____
TO _____
FOR _____

	Dollars	Cents
Bal. Bro't For'd		
Amt. Deposited		
TOTAL		
Amt. This Check		
Bal. Car'd For'd		

No. _____ THIRD NATIONAL BANK CLIO, SC 29525 2-873 / 67

_____ 19 ____

Pay to the Order of _____ $ _____

_____ Dollars

:1132"109: 325"12345 _____

Ask your instructor to evaluate your completed check and stub, then, proceed to the Check Out Activity I.

CHECK OUT ACTIVITY I

Assume that you are the bookkeeper for Jean's Shoe Shop. Your employer asks you to pay five bills for the company. You are to write checks to five different companies using the five statements on pages 6-10. You have the authority to sign the checks with your name.

You will note that on the first check stub the balance brought forward is $957.43; a deposit of $260 has been added to the balance, totaling $1217.43 in the bank.

You are to number the checks and stubs beginning with 1; use the date February 1, 197–; fill in the check stub before writing the check. Calculate the balance.

NO. 1 $ _____
DATE _____ 19 ____
TO _____
FOR _____

	Dollars	Cents
Bal. Bro't For'd	957	43
Amt. Deposited	260	—
TOTAL	1217	43
Amt. This Check		
Bal. Car'd For'd		

No. 1 THIRD NATIONAL BANK 2-873
CLIO, SC 29525 67

_____ 19 ____

Pay to the Order of _____ $ _____

_____ Dollars

:1132"109: 325"12345

jean's shoe shop

NO. 2 $ _____
DATE _____ 19 ____
TO _____
FOR _____

	Dollars	Cents
Bal. Bro't For'd		
Amt. Deposited		
TOTAL		
Amt. This Check		
Bal. Car'd For'd		

No. 2 THIRD NATIONAL BANK 2-873
CLIO, SC 29525 67

_____ 19 ____

Pay to the Order of _____ $ _____

_____ Dollars

:1132"109: 325"12345

jean's shoe shop

CHECK OUT ACTIVITY I (cont'd.)

NO. _____ $ _____
DATE _____ 19 ____
TO _____
FOR _____

	Dollars	Cents
Bal. Bro't For'd		
Amt. Deposited		
TOTAL		
Amt. This Check		
Bal. Car'd For'd		

No. _____ THIRD NATIONAL BANK 2-873
CLIO, SC 29525 67

_____ 19 ____

Pay to the Order of _____ $ _____

_____ Dollars

:1132"109: 325"12345

_____
jean's shoe shop

NO. _____ $ _____
DATE _____ 19 ____
TO _____
FOR _____

	Dollars	Cents
Bal. Bro't For'd		
Amt. Deposited		
TOTAL		
Amt. This Check		
Bal. Car'd For'd		

No. _____ THIRD NATIONAL BANK 2-873
CLIO, SC 29525 67

_____ 19 ____

Pay to the Order of _____ $ _____

_____ Dollars

:1132"109: 325"12345

_____
jean's shoe shop

NO. _____ $ _____
DATE _____ 19 ____
TO _____
FOR _____

	Dollars	Cents
Bal. Bro't For'd		
Amt. Deposited		
TOTAL		
Amt. This Check		
Bal. Car'd For'd		

No. _____ THIRD NATIONAL BANK 2-873
CLIO, SC 29525 67

_____ 19 ____

Pay to the Order of _____ $ _____

_____ Dollars

:1132"109: 325"12345

_____
jean's shoe shop

NO. _____ $ _____
DATE _____ 19 ____
TO _____
FOR _____

	Dollars	Cents
Bal. Bro't For'd		
Amt. Deposited		
TOTAL		
Amt. This Check		
Bal. Car'd For'd		

No. _____ THIRD NATIONAL BANK 2-873
CLIO, SC 29525 67

_____ 19 ____

Pay to the Order of _____ $ _____

_____ Dollars

:1132"109: 325"12345

_____
jean's shoe shop

STATEMENT OF ACCOUNT

THE ALLMAN SHOE COMPANY
PROVIDENCE SQUARE
TYLER, TEXAS 13654

To: Jean's Shoe Shop
Wright Street
Clio, SC 29525

February 1 19 7-

Terms: N/30

DATE		CHARGES		PAYMENT		BALANCE	
Jan. 3	Shoes	149	78				
23	Shoes	328	88			478	66

For Real Comfort, always wear ALLMAN'S SHOES

STATEMENT

MOORE'S, INC.
101 East Main Street
Morristown, NJ 54665

To: Jean's Shoe Shop
842 Wright Street
Clio, SC 29525

Date: February 1, 19

Terms: N/30

WE VALUE YOUR PATRONAGE

January	1	Inv. 45	13	40		
	3	Inv. 98	7	17		
	8	Inv. 237	7	39		
	31	Total	27	96		

STATEMENT

HARTMANS LEATHER GOODS, LIMITED

101 Cushing Street
Boston, MA 45689

To: Jean's Shoe Shop
Wright Street
Clio, SC 29525

Date: February 1, 197-

Terms: N/30

January	4	Handbags Inv. 34	120	35		
	15	Handbags Inv. 00	58	00		
	31	Total	178	35		

STATEMENT OF ACCOUNT

MARLBORO STATIONERY COMPANY
Bennettsville, SC 29511

To: Jean's Shoe Shop
Wright Street
Clio, SC 29525

February 1 **19** 7-

Terms: 30 days

Billing Date			Charges		Payment		Balance	
Jan	3	Inv. #35	12	45				
	9	Inv. #78	33	25				
	22	Inv. #116	11	45				
	31						57	15

WALTERS REALTY COMPANY

NEW HAVEN ROAD

COLUMBIA, SC 29501

The largest Realtors in South Carolina

TO: Jean's Shoe Shop
Wright Street
Clio, SC 29525

Date: February 1, 197-

DATE		CHARGES	PAYMENTS	BALANCE
2/1/7-	Rental for February	350.00		350.00
	We appreciate your business.			

WRITING CHECKS

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INSTRUCTOR'S MANUAL
WRITING CHECKS

Review this module completely before beginning instruction. Then, duplicate the perishables listed below.

Perishables

1. Student Activity I – Writing Checks
   Two checks

2. Check Out Activity I – Jean's Shoe Shop
   Five checks

Keys are available in your manual to use when evaluating your students' performance. Encourage your students to type the checks, if possible. Stress accuracy and legibility when recording amounts and names on the check stubs.

KEY

STUDENT ACTIVITY I

NO. 23 $ 4.58
DATE current 19 ___
TO Miller Dry Cleaners
FOR cleaning suits

	Dollars	Cents
Bal. Bro't For'd	72	89
Amt. Deposited		
TOTAL	72	89
Amt. This Check	4	58
Bal. Car'd For'd	68	31

No. 23 THIRD NATIONAL BANK CLIO, SC 29525 2-873/67

current 19 ___

Pay to the Order of Miller Dry Cleaners $ 4.58

Four and 58/100 ——— Dollars

:1132"109: 325"12345

(your name)

NO. ___ $ ___
DATE ___ 19 ___
TO ___
FOR ___

	Dollars	Cents
Bal. Bro't For'd	68	31
Amt. Deposited		
TOTAL		
Amt. This Check		
Bal. Car'd For'd		

No. ___ THIRD NATIONAL BANK CLIO, SC 29525 2-873/67

___ 19 ___

Pay to the Order of ___ $ ___

___ Dollars

:1132"109: 325"12345 ___

KEY

CHECK OUT ACTIVITY I

NO. 1 $ 478.66
DATE 2/1 19 --
TO Allman Shoe Co.
FOR mdse.

	Dollars	Cents
Bal. Bro't For'd	957	43
Amt. Deposited	260	00
TOTAL	1217	43
Amt. This Check	478	66
Bal. Car'd For'd	738	77

No. 1 THIRD NATIONAL BANK 2-873
CLIO, SC 29525 67

February 1, 19 --

Pay to the Order of Allman Shoe Co. $ 478.66

Four hundred seventy-eight and 66/100 — Dollars

:1132"109: 325"12345 Student's Name.

jean's shoe shop

NO. 2 $ 27.96
DATE 2/1 19 --
TO Moore's, Inc.
FOR mdse.

	Dollars	Cents
Bal. Bro't For'd	738	77
Amt. Deposited		
TOTAL	738	77
Amt. This Check	27	96
Bal. Car'd For'd	710	81

No. 2 THIRD NATIONAL BANK 2-873
CLIO, SC 29525 67

February 1 19 --

Pay to the Order of Moore's Inc. $ 27.96

Twenty-seven and 96/100 — Dollars

:1132"109: 325"12345 Student's Name

jean's shoe shop

NO. 3 $ 178.35
DATE 2/1 19 --
TO Hartmans Leather
FOR mdse.

	Dollars	Cents
Bal. Bro't For'd	710	81
Amt. Deposited		
TOTAL	710	81
Amt. This Check	178	35
Bal. Car'd For'd	532	46

No. 3 THIRD NATIONAL BANK 2-873
CLIO, SC 29525 67

February 1, 19 --

Pay to the Order of Hartmans Leather Goods, Limited $ 178.35

One hundred seventy-eight and 35/100 — Dollars

:1132"109: 325"12345 Student's Name

jean's shoe shop

KEY

CHECK OUT ACTIVITY I (cont'd.)

NO. 4 $ 57.15
DATE 2/1 19 --
TO Marlboro Stationery
FOR mdse.

	Dollars	Cents
Bal. Bro't For'd	632	46
Amt. Deposited		
TOTAL	532	46
Amt. This Check	57	15
Bal. Car'd For'd	475	31

No. 4 THIRD NATIONAL BANK 2-873
CLIO, SC 29525 67

February 1, 19 --

Pay to the Order of Marlboro Stationery Co. $ 57.15

Fifty-seven and 15/100 Dollars

:1132"109: 325"12345

Student's Name
jean's shoe shop

NO. 5 $ 350.00
DATE 2/1 19 --
TO Walters Realty Co.
FOR Feb. rent

	Dollars	Cents
Bal. Bro't For'd	475	31
Amt. Deposited		
TOTAL	475	31
Amt. This Check	350	00
Bal. Car'd For'd	125	31

No. 5 THIRD NATIONAL BANK 2-873
CLIO, SC 29525 67

February 1, 19 --

Pay to the Order of Walters Realty Company $ 350.00

Three hundred fifty and 00/100 Dollars

:1132"109: 325"12345

Student's Name
jean's shoe shop